

Types of Resumes

There are two basic resume styles to choose from: chronological or functional. Each style gives the same information—your employment history, education, skills, and accomplishments.

One style is not better or worse than the other. Choose the style that fits your situation best.

Outline

- 1 Choose a resume style:
Chronological or Functional
- 2 Parts of a Resume

1 Chronological Resume

This is the most common type of resume. Because it is arranged by time, it is the easiest to organize and write.

Drawback: If you have gaps in your employment history, they'll stand out.

2 Functional Resume

A functional resume focuses on skills and accomplishments. Instead of having job titles as headings, the resume is organized by types of skills. Dates are at the end where they are less noticed—the emphasis is on what you did, not when you did it. If you have gaps in your employment history or have changed career fields, this may be the best style for you.

3 Parts of a Resume

No matter which style you choose, your resume should have six parts. Go to the next page to see what they are.

Parts of a Resume

1. PERSONAL DATA

Name, address, phone number.

2. CAREER OBJECTIVE OR SUMMARY

An objective is a statement that tells the reader what kind of job you want. If you're seeking your first job, are a recent graduate, or have limited job experience, use an **objective**.

Example: A customer service position using my skills in researching customer information and resolving problems to the customer's satisfaction.

If you're a more experienced job hunter, a **summary** is better. Use it to highlight skills and accomplishments related to the job you're seeking. You can include key words in your summary.

Example: Extensive experience as a customer service professional, using customer database applications to provide product and service information, and resolve problems.

3. WORK EXPERIENCE

Your past jobs and accomplishments arranged either by date or by skills, depending on the style. This is the main part of the resume. When you're describing your past work, emphasize the accomplishments most related to the job you're seeking. For example, as a secretary you may have spent most of your time answering the phone and typing reports. But perhaps you also developed some reports using Excel and you think that experience will be needed in the job you're applying for. Emphasize the reports you developed and downplay (or omit) answering the phone.

4. SKILLS

Use this area to highlight specific skills relevant to the job. Here's a place to use key words, such as the names of equipment, software, or special knowledge.

5. EDUCATION

Include the names of schools you've attended, degrees, and your major. If you have some college, list courses you've taken. If you've been to college, you don't need to list your high school. If you're a recent graduate, place your education before your work history.

6. ACTIVITIES

A brief list of outside activities, memberships, and volunteer activities.